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Subject: EMD Weekly Report
Date: Thursday, January 26, 2017 10:24:00 AM

Hi Abi – Here is EMD’s Weekly Report.

Thanks,
Michelle

ARA Schedule: Internal Personnel (b) (2)

EMS Audit: The EMS Audit that had been scheduled for January 24-25 was postponed.

5 Days Unvouchered Travel Report: Federal Travel regulations require that travelers voucher for their travel expenses within five days from travel return date. The Accounting Office sent reports on January 24 to the divisions to assist them in complying with federal travel regulations. Data on the report was for trips that have a return date of January 20.

Deliberative Process (b) (5)

Travel Training for Admin Staff and Funders: Jose Caratini and Dina Jacinto provided travel training for admin staff and funders on Wednesday, January 25th.